

UNH-15 37X 221
-88

ROUTING AND TRANSMITTAL SLIP

Date

19 July 1988

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. PROCUREMENT MANAGEMENT STAFF/OL

2.

3.

4.

5.

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

#1 FOR ACTION: PLEASE PROVIDE APPROPRIATE RESPONSE
WITH A DROP COPY FOR DDA.

SUSPENSE: 1 AUGUST 1988

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Henry P. Mahoney, ADDA

Phone No.

5041-102

★ U.S. Government Printing Office: 1987-181-246/60000

AL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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LOGS-20-AR

ALCATEL

DD/A Registry
88-1539X

Friden Alcorn
5510 Cherokee Avenue, Suite 231
Alexandria, VA 22312
Sales 703.750.3081
Service 703.750.3694

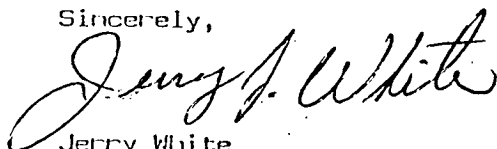
Dear Administrator:

Every working day, one or more of the clerical personnel in your organization is faced with the tedious task of having to hand fold multiple copies of a single page document. Once folded, the document must then be inserted into an envelope and finally the envelope must be sealed. Not only is this a tedious task, it is also a tremendous waste of the clerk's time and, therefore, your organization's money.

Statistics show that the manual output of a clerk to be approximately 165 documents per hour. However, with our System 500, the output increases up to 3,600 documents per hour. Sure the 3,600 documents per hour is probably more than you would ever need, but even if an average of only 500 documents per hour were processed in this manner, processing time would be reduced to less than 15 minutes, instead of 3 hours. Assuming an hourly clerical cost of \$10.00 for salary and benefits, the daily cost savings would be approximately \$27.50, plus the clerk(s) would have an additional 2 hours and 45 minutes to devote to more important duties which could reduce or eliminate occasional overtime.

If you are interested in our System 500 or think you might have a need for it, why not give me a call for a no cost survey? I can be reached at (703) 750-3081.

Sincerely,



Jerry White
Government Account Representative



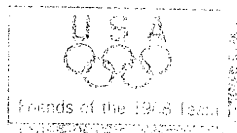
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Friden Alcatel
5510 Cherokee Avenue, Suite 201
Alexandria, VA 22312

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Central Intelligence Agency
Attn: William F. Donnelly
Deputy Director for Administration
Washington, D.C. 20505